

# BUCKALEW IMPORTANT INFORMATION

## CAMPUS VISITORS

All visitors must provide a government issued photo I.D. at each visit. Photos of the I.D. will not be accepted. Visitors will be checked in at the front office and receive a Visitor Badge which must be worn at all times while in the building. When leaving the building, visitors must check out with the front office and return the badge.

## VOLUNTEER INFORMATION

We welcome volunteers to Buckalew. **A Volunteer Application must be completed each school year.** Visit <https://www.conroeisd.net>. Buckalew must be selected as the campus.

## ATTENDANCE LINE

To report an absence for your child, please call the **attendance line at 281-465-3410** or email: [buckalewattendance@conroeisd.net](mailto:buckalewattendance@conroeisd.net). Please state your child's full name, grade, homeroom teacher, date(s) of absence and reason.

## MORNING HOURS

Students may arrive at 7:30 a.m. and go straight to Active Start (weather permitting) or to breakfast in the cafeteria. Morning announcements begin at 7:55 a.m. students should be in their classroom at that time. **The school day begins at 8:00 a.m.**

## ARRIVING TO SCHOOL AFTER 8:00 A.M.

Students arriving after 8:00 a.m. are considered tardy. **An adult must accompany the student into the front office to sign them in.** Students are considered absent if they arrive at school after 9:00 a.m., unless they have a note from health care professional for an appointment on that day.

## ARRIVING TO SCHOOL AFTER A MEDICAL APPOINTMENT

If your child is arriving late or returning to school due to a health care appointment, please provide a note from the health care professional to ensure your student is not marked tardy or absent for the day.

## FORGOTTEN ITEMS / DELIVERIES

We offer parents the courtesy of a drop table for forgotten items, which is located in the front office. **Student lunches and birthday treats should be dropped off before 11:00 a.m.** Lunch cart is taken down to the cafeteria at 11:00 a.m. Lunches delivered after 11:00 a.m. are not guaranteed to be delivered to the cafeteria in time for your child's lunch period due to limited staff on duty at this time.

## SPECIALS SCHEDULE

## LUNCH SCHEDULE

|   |                         |
|---|-------------------------|
| KG: 1:10 p.m. – 2:05 p.m.                 | 11:20 a.m. - 11:50 a.m. |
| 1 <sup>st</sup> : 2:10 p.m. – 3:05 p.m.   | 11:50 a.m. – 12:20 p.m. |
| 2 <sup>nd</sup> : 10:10 a.m. – 11:05 a.m. | 12:20 p.m. – 12:50 p.m. |
| 3 <sup>rd</sup> : 9:10 a.m. – 10:05 a.m.  | 11:40 p.m. – 12:10 p.m. |
| 4 <sup>th</sup> : 8:10 a.m. – 9:05 a.m.   | 12:10 p.m. – 12:40 p.m. |

\*\*\* 30-minute recess follows after lunch / Schedules subject to change

## VISITING AT LUNCH TIME

To make a lunch reservation, go to our website and click on the green lunch reservation icon, <https://buckalew.conroeisd.net>

## BIRTHDAY / HOLIDAY TREATS AND CELEBRATIONS

Cookies are preferred birthday treats and must be store bought due to allergy, safety and sanitation concerns. Treats are served in the cafeteria during the students' lunch time and should be brought to the school before 11:00 a.m. No balloons, candles or deliveries.

## LOST AND FOUND

Our lost and found is located outside the Gym/Cafeteria. Please label your child's belongings (jackets, lunch box, water bottle, etc.).

## MEDICATION AT SCHOOL

**Students may not bring medication to school. A parent or guardian must bring medication and sign it into the clinic.** All medication must be in the original container and properly labeled. The school nurse must have a written and dated request from the parent or legal guardian to administer any medications.

## ILLNESS AT SCHOOL

If your child is exhibiting any symptoms of illness, please keep your child home. Your child will be sent home from school if: they have a measured temperature of 100 degrees or greater, vomiting, or diarrhea.

A change of clothing should always be kept in each student's backpack in case of a spill, fall in mud or restroom accident. The nurse has a very limited supply of extra clothes.

## CHECKING STUDENTS OUT

If you need to check your child out, please do so **before 2:30 p.m.** We are unable to call back to class after that time. Please bring your ID. We cannot call your child out of class until you are here. If checking out during lunch/recess, allow additional time, due to limited staff on duty.

If anyone other than a parent/guardian is checking out a student from our campus, we will need a note or email [buckalewtransportation@conroeisd.net](mailto:buckalewtransportation@conroeisd.net) on that day giving us permission to allow your child to leave campus. A new note / email must be sent each time. Emergency contacts do not have automatic right to checkout a student.

## TRANSPORTATION CHANGES

Send a note in your child's backpack or email [buckalewtransportation@conroeisd.net](mailto:buckalewtransportation@conroeisd.net), **before 2:00 p.m.** on the day of the change. You will get a receipt. **DO NOT email the teacher.** The note /email must include the date, child's full name, grade, homeroom teacher and bus number (if applicable). Please send a new note / email for each day the change occurs; we cannot accept notes for multiple days or with multiple changes. Any emails received after 2:00 p.m. will not be seen until the following school day.

## SEVERE WEATHER DISMISSAL

All biker/walkers become car riders in the event of a severe weather dismissal and dismissed via our carline. Bus and car rider dismissals remain the same. Parents will receive a text/email notification. There is no rainy-day dismissal. Do not come to the front office to collect your child.

## STUDENT SAFETY

- Do not interact with students from the fence line of Lakeside Park. It is difficult for staff monitoring to differentiate who are parents and who are strangers engaging the students.
- While in the carline do not pass vehicles waiting for students to load or unload.
- Do not get out of your vehicle during car rider line. Staff are there to assist your child. If needed, park at Lakeside Park.
- Do not bring your pets onto school property. We have students who are highly allergic to and/or are frightened of animals.

## COMMUNICATION

**Text Messages Alerts:** to sign up, text "Y" to 67587

**Facebook:** Buckalew Elementary Conroe ISD

**Twitter and Instagram:** @BuckalewBears

\*\*\* Refer to CISD Student Handbook and Buckalew Student Addendum for additional details on items listed above.